

50517-02



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date August 15, 1983		Department of Transportation No. 2 Capitol Square, Atlanta, Georgia Office of Programming in Division of Planning & Programming	Application Number 84-100	
Application Number			Date Received MAY 17 1984	Date Completed NOV 27 1984
2. Person to Contact		Working Title	Telephone Number	
Martha B. Jenkins		Administrative Secretary	656-5320	
3. Action Requested				
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)		
Earliest	Latest			
1970	To Date	Highway Project Files with State Funds Only		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
The Office of Programming is to develop, produce and maintain a transportation Construction Work Program as required by the Georgia Code (Title 95A) of Public Transportation, Georgia Action Plan and all applicable federal laws (23 U.S.C.; 33 U.S.C.; P.O. 92-500) and secure funds from the Federal Highway Administration as necessary to carry out the functions of the Construction Work Program. There are certain funds set aside by the State Legislature, Georgia Highway Authority and the Department for state funded projects and the Office of Programming is charged with keeping track of a records of these projects.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any):				
Construction Work Program coordinating the approval and funding of projects under the Department's Documents relating to: for the construction of roads, bridges, airports and Mass Transit Projects financed by state funds.				
Included are: See attached list of documents included in the series.				
File is arranged: Alphabetically by County (LARP--LAB--County Contract Files) (SAMA Projects)				
8. Monthly Reference Rate How often are records referred to which are:				
One to six months old <u>Daily</u> ; Seven to twelve months old <u>Weekly</u> ; Thirteen to twenty-four months old <u>Various</u> ; twenty-five months and older <u>Various</u> ;				
9. Annual Rate of Accumulation of Records				
Letter-size drawers <u>12</u> ; Legal-size drawers <u>-0-</u> ; Shelves <u>-0-</u> ; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
XX		a. Is this the official copy of the series? If not, where is it?
	XX	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	XX	c. Is this a vital record?
	XX	d. Does this series have historical or long term research value?
XX		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	XX	f. Is the information contained in this series ever published? If yes, attach copy.
	XX	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	XX	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	XX	i. Is this series (or a major portion of it) regularly microfilmed?
XX		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	20 years.	e. Administrative need	1 years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

9-3-23. Sealed instructions. "Actions upon bonds or other instruments under seal shall be brought within 20 years after the right of action has accrued."

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 19 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
James D. May	MAY 07 1984	Martha Buck	5/10/84												
<table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td>Edward Wiedner</td> <td>11-19-84</td> </tr> <tr> <td>Secretary of State/Designee</td> <td>Edward Wiedner</td> <td>11-19-84</td> </tr> <tr> <td>Attorney General/Designee</td> <td>James D. May</td> <td>11/19/84</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	Edward Wiedner	11-19-84	Secretary of State/Designee	Edward Wiedner	11-19-84	Attorney General/Designee	James D. May	11/19/84
State Records Committee (Signature)		Date													
State Auditor/Designee	Edward Wiedner	11-19-84													
Secretary of State/Designee	Edward Wiedner	11-19-84													
Attorney General/Designee	James D. May	11/19/84													

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)